## TOWN OF SMITHTOWN BUILDING DEPARTMENT

## **BUILT PRIOR**

## REQUIREMENTS TO FILE FOR BUILDING PERMITS

for existing

Additions, Alterations & Accessory Structures

- Two (2) notarized applications <u>signed by the owner</u>. Indicate the year the work was actually done
- Three (3) copies of the property *survey* with drawing of the structure you are applying for showing setbacks from lot lines and distance from dwelling. If a plot plan is submitted a copy of your property survey will be required
- Copy of Deed or "Contract of Sale" for new owners
- Three (3) sets of Architect's plans showing full compliance with all applicable New York State Residential & Town of Smithtown Codes. Include all structural applications regardless of the square feet. Non-structural alterations may also require Architect's signed and sealed plans and must include all **electrical work** and **Energy** calculations
- Three (3) sets of plans (good working drawings to scale)\* applicable for porches, nonhabitable enclosed porches, sheds, decks, patio roofs, cabanas, gazebos, carports and outside basement entrances
- Four (4) photographs taken at different angles of interior & exterior
- Fee Cash or check made out to "Town of Smithtown" (based on work being done)

<sup>\*</sup> After review, the Building Department <u>may require</u> architect sealed plans